

## Podcasting 101: How to use Audacity

Go to: <http://audacity.sourceforge.net/download/>

Download the version of the program that works best with your operating system.

Go to Start → Programs → Audacity (looks like headphones with a sound recording)

### To record your voice:

If you have a newer laptop, it probably has a microphone built in. If you are using a desktop, you will need to have a microphone or a headset with a microphone. *(Most school districts have one and if not, they are not too expensive. If you tell your technology director you are making podcasts with your students – they will think it is awesome and be supportive.)*

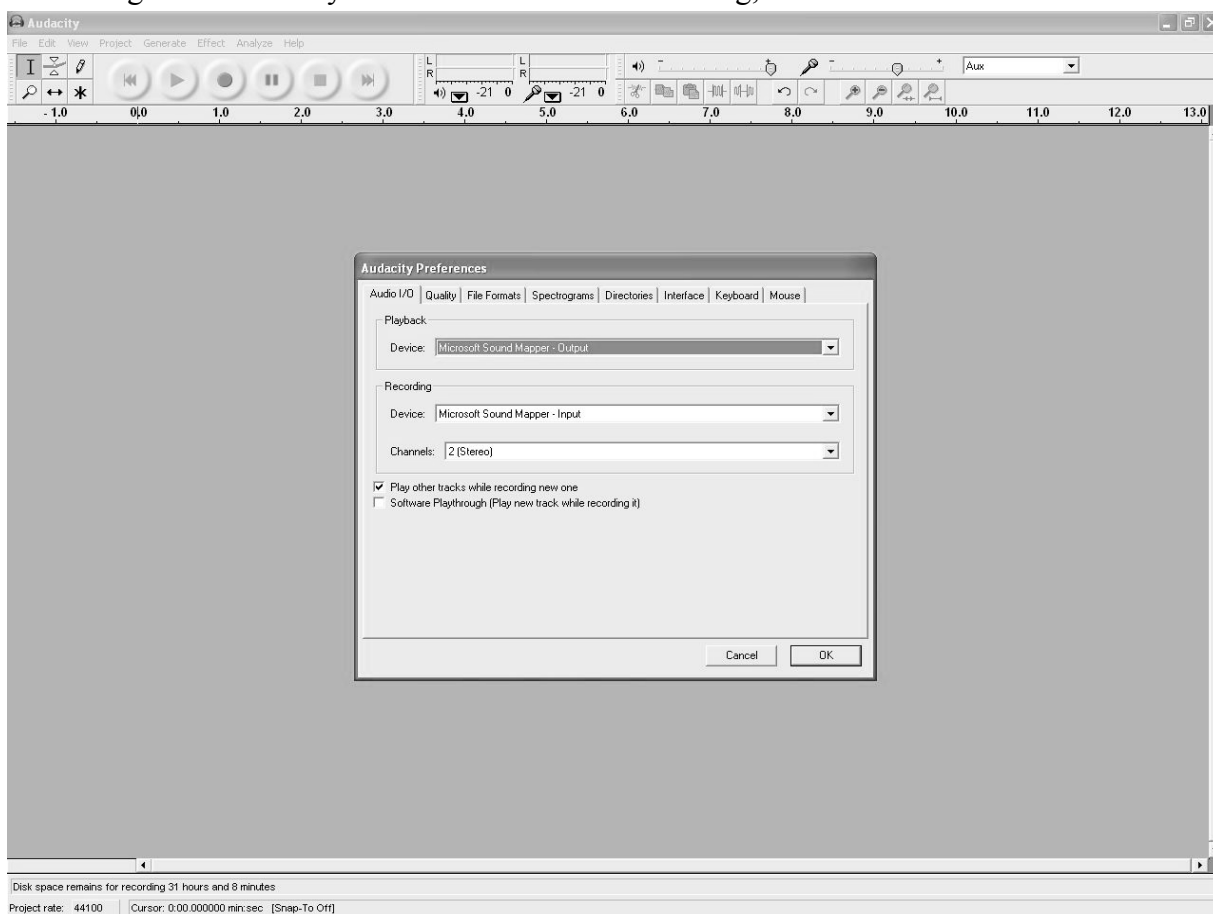
If you have a built-in microphone, you should not need to set up anything in Audacity.

However, if you want to check, just follow the instructions below.

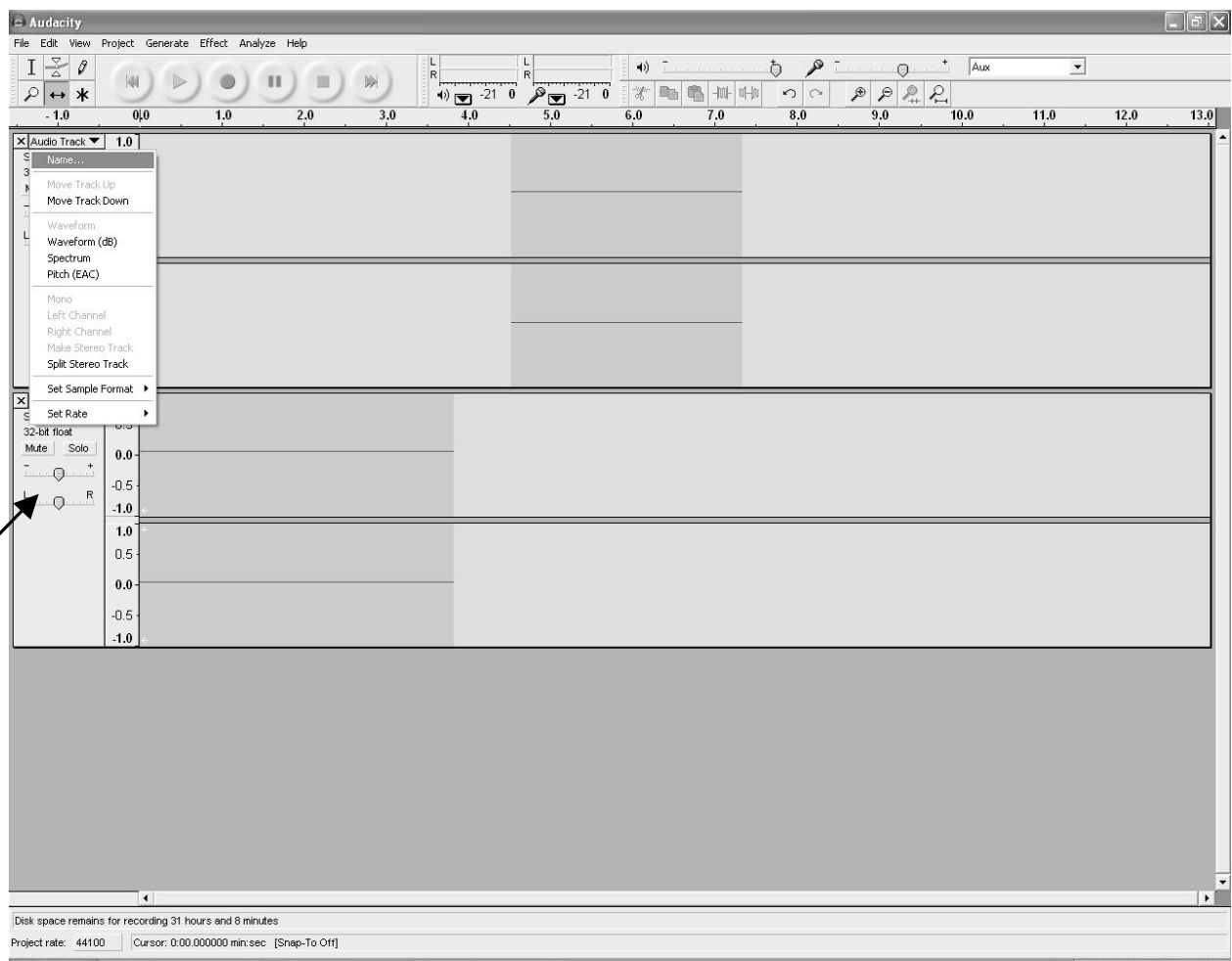
If you have headset or a microphone, follow these instructions:

1. Plug in the headset/microphone before opening Audacity. Ensure the computer recognizes the device. If using a headset, lower the computer volume using the speaker icon on the desktop. Be careful of wearing them on your ears until you know how loud it will play.
2. You need to change the input source. Go to **Edit → Preferences**. On the **Audio I/O tab** (stands for audio input/output), change the recording options to the name of your recording device (generally the brand name or device's model number). If you want the tracks to play in the headset, you will need to change the “playback” as well.

If you want the other tracks to play while recording others so that you can hear what the final piece will sound like, ensure there is a check mark in the box labeled “play other tracks while recording new one.” If you want silence while recording, leave it blank.

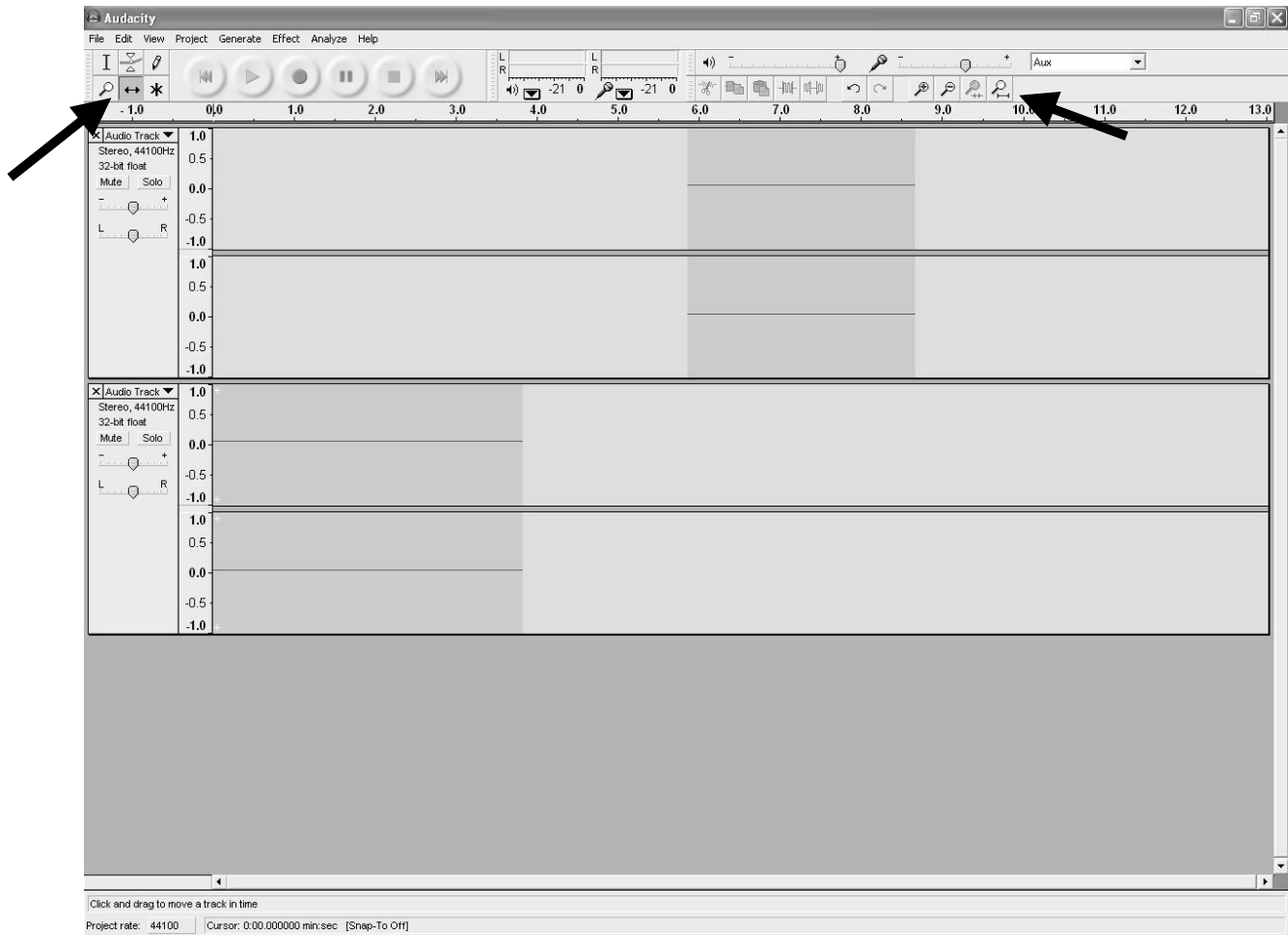


3. To **begin recording** dialogue, hit the “record” button. (It is a red circle. You will need to push the stop button (the yellow square) to **stop recording**). It will instantly start recording. If the line that begins its journey across the screen is flat, the correct input is not selected. Please go back to step 2.
4. Each time you record, it will start on a separate track and at the beginning. You do not need to add in new tracks. The program will do it automatically for you.
5. If you have a lot of tracks and wants to keep up with them – **name them!** Click on the upside-down triangle next to “**audio track**” and then “**name.**” Type in a new name – I recommend the speaker’s name or the first few words of the line.
6. To **delete a track**, push the “x” located on the upper left of that track.
7. To **adjust the volume**: use the + and – to the left of each track.



**To alter the position of a sound recording:**

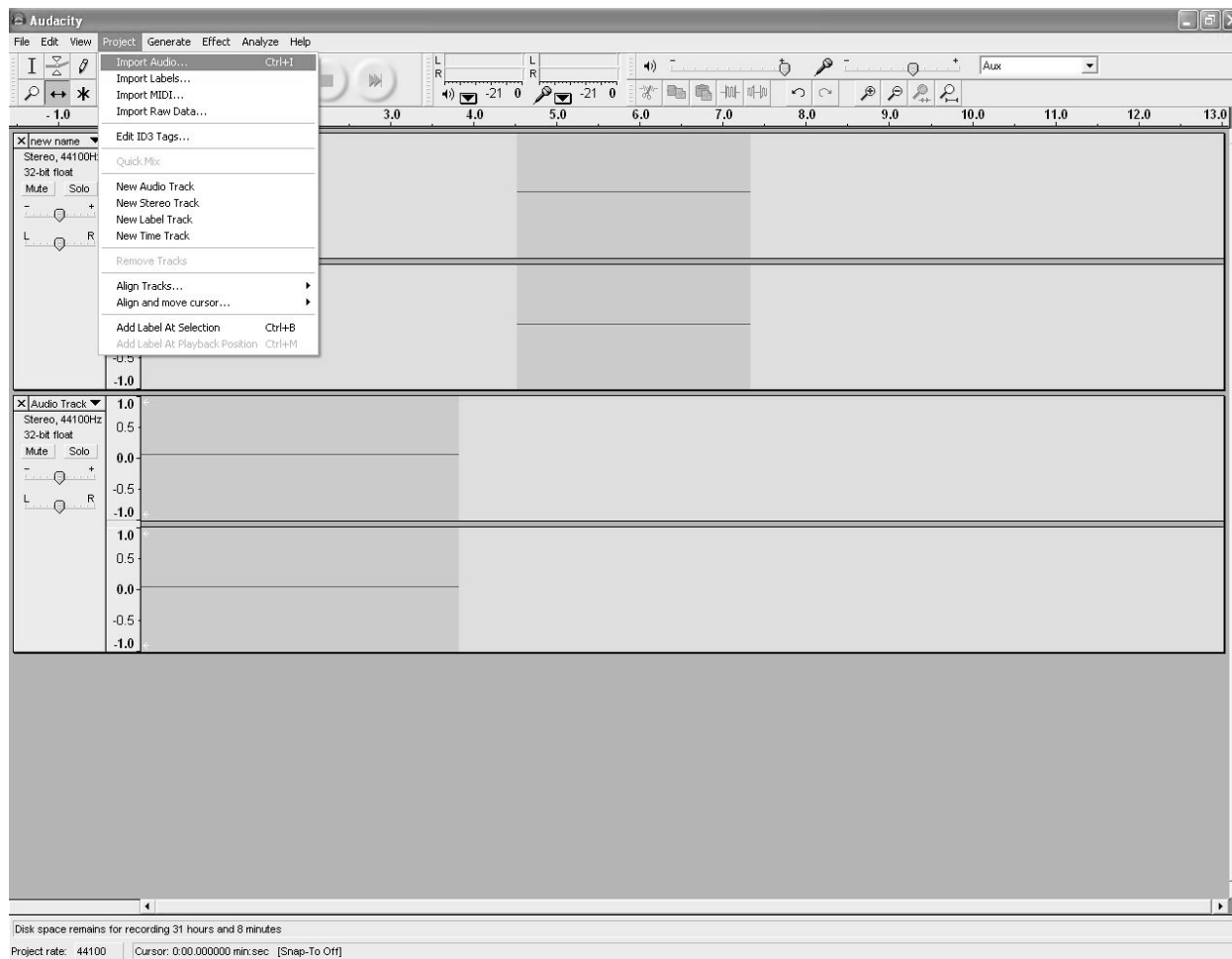
1. Click the double-ended arrow at the upper left corner. If you hover your mouse over it, it is called the “time shift tool.”
2. Click on the track and you can move that audio section back and forth. If you want more precision in lining up the tracks, you can click the magnifying glass toward the upper right.



## **How to insert other audio (like a song):**

*First, you need to already have something saved to the computer. Fair use limits you to 10% of a copyrighted work. See page 6 for suggestions and notes concerning this issue.*

1. **Remember** where you saved the music file if you chose to download a musical work. If you just click “yes” to the save, it may save it to a “downloads” folder. You either need to know how to access this folder OR you need to save it somewhere else, such as the desktop or a flash drive **\*\*Audacity needs .mp3 files. \*\***
2. Then **Project → Import Audio.**
3. Choose the music file you wish to insert. It should insert an additional track.

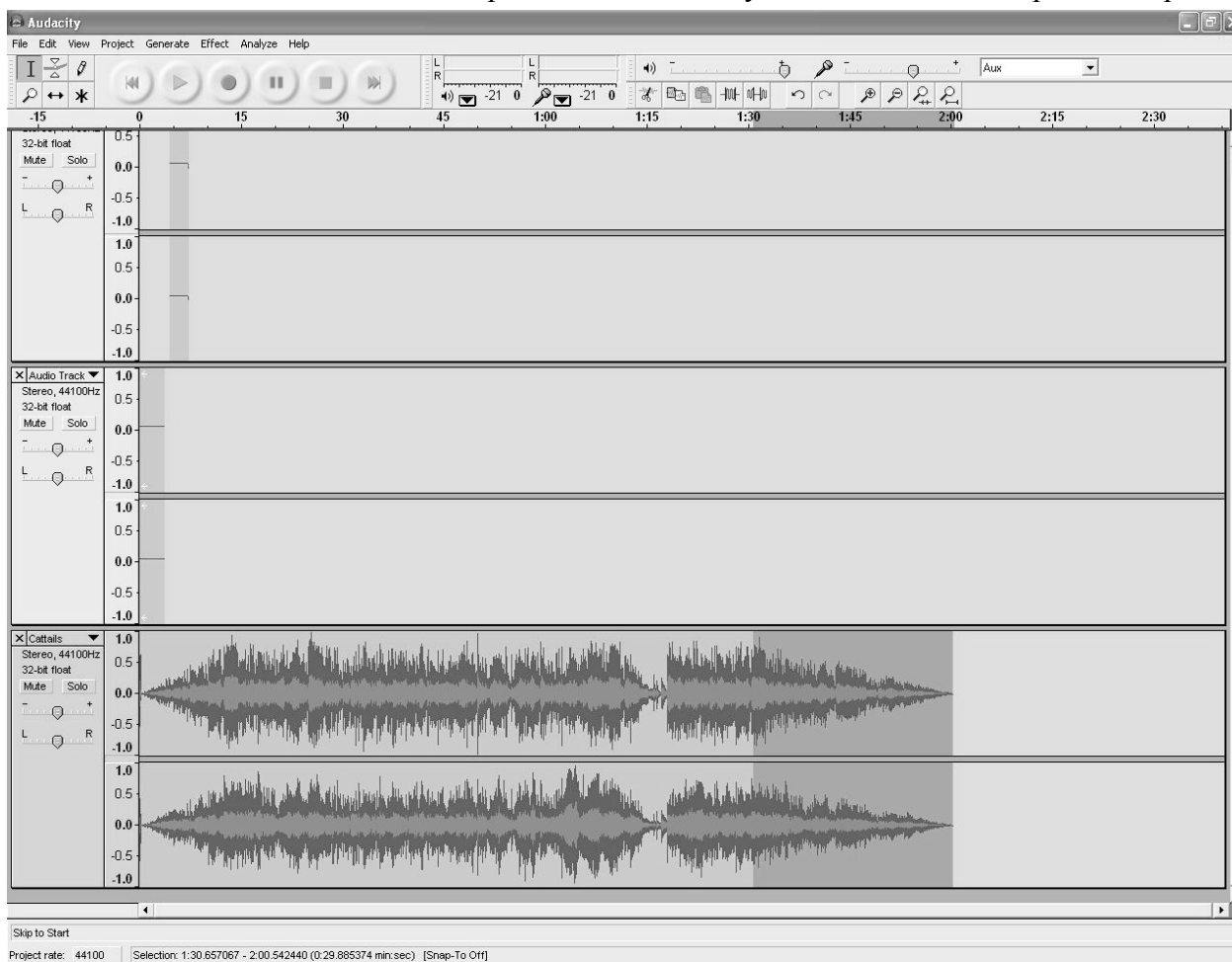


*Those are the basics. If you follow these steps, you will have a podcast you can play for other classes of students, for your colleagues, or you can keep them in a digital portfolio for each student in order to demonstrate growth and share with parents.*

## Want to do more than just record tracks? Keep reading....

- **Music fade in:**
  - Click on the “selection tool” in the upper left (it looks like a capital “I”).
  - Highlight the section you want to fade in (generally the beginning).
  - Click **Effect ➔ Fade In**.
- **Music Fade Out:**
  - Click on the “selection tool” in the upper left (it looks like a capital “I”).
  - Highlight the section you want to fade in (generally the beginning).
  - Click **Effect ➔ Fade Out**.

\*The audio file should look like the picture below when you finish with these optional steps. \*



- **To delete part of a track:**
  - Click on the “selection tool” in the upper left (it looks like a capital “I”).
  - Highlight the section you want to delete.
  - Hit your delete key. That part should disappear.
- **If the music track is slightly too short for your audio:**
  - You can slow the tempo slightly to make it “fit.”  
\*You CANNOT alter copyrighted works without permission. \*
  - Click **Effect ➔ Change Speed**. You will have to play with the speed adjustments to make it fit your audio.

**Finished?**

*So, now you are done and want to share the amazing podcast you made with the entire world. You should – be proud of your work! However, Audacity files are quite large and can only be opened by Audacity. Warning: this is the most complicated part of the entire process.*

**To make your Audacity file an .mp3:**

Download a program called “LAME.”

Go to the Audacity website and type in “LAME” in the Google search bar.

The first article should be “How do I download and install the LAME MP3 encoder?”

Click on the link and follow the instructions.

You actually have to set it up the first time you want to export a podcast as an .mp3 file, but then you are set for life. It is slightly complicated, but you only have to do it once. Follow the directions on the website and everything should be fine.

**Now that you have LAME:**

*\*You may have to save your podcast, close Audacity, and then open the program back up for it to recognize LAME has been downloaded. \**

- 1. Go to File → Export as an .mp3.**
- 2.** It will direct you through options such as adding in a title, authors, etc. You do not have to fill in everything.
- 3.** When you are finished – click “ok.”
- 4.** It will take a few minutes to save the file. Please remember where you save it.

*Once it is finished, open up the .mp3 file and listen to it. Do you like it? If not – you can go back to the audacity file and change what was wrong (a voice was too loud, the timing was not quite right, etc). Then – share with all your colleagues, principal, parents, and students!*

**A few notes about music:**

*Teachers do not have the right under “fair use” to just use popular music – just like you don’t have the right to copy an entire book to give to your students. The legal limit for fair educational use (of copyrighted music) is 10% of the work. Also – although classical music compositions are in the public domain, musical recordings of them are not. This is a touchy area, please be aware.*

**Subsequent Recommendation:**

Use music with a “creative commons license.”

General good resource: <http://creativecommons.org/>

Specific Music Resource: <http://dig.ccmixer.org/>